

CHECKLIST FOR SALESPERSON/ASSOCIATE BROKER LICENSE CHANGE

“PROMOTING MUTUAL RESPECT”

THESE CHANGES CAN BE SUBMITTED ON LINE. GO TO www.azre.gov
DO NOT SUBMIT APPLICATIONS BY FAX OR EMAIL.

- **SEVER - NO FEE:** To put your license on inactive status, go to the Department's **Online System** and sever from your current broker. Your current broker may complete this action using the ONLINE system. Notify your broker to complete the bottom portion on the Salesperson/Associate Broker License Change form. The **Original** signature of the designated broker is required.
- **HIRE - \$20.00 FEE (In-Office):** Complete Salesperson/Associate Broker License Change form. Ensure that applicant's and designated broker's signature is **original**.
- **HIRE - \$10.00 (Online):** To become active status, **go online** and request to be hired. Advise your broker the request is pending. Until your broker approves the request an individual is not legal to conduct business until actively employed by a broker.
- If licensee is also being appointed as the branch office manager, include a letter of Authority with **original** signature of the designated broker. See Application for Branch Office form and R4-28-304(B).
- **OFFICE TRANSFER-\$10.00 FEE:** To change office locations with the same employing broker, complete Salesperson/Associate Broker License Change form or your designated broker may complete this action by using the ONLINE System. For branch office manager see checklist and instructions for branch office manager on Application for Branch Office form. See R4-28-304(B).
- **CHANGING/REMOVING BRANCH MANAGER/CHANGE OF DUTIES - \$10.00 FEE:** If changing branch office manager at an established branch office of the employing broker, or changing the authority delegated to the branch office manager, submit Salesperson/Associate Broker License Change form with **original** signature(s), filing fee, and letter of authority that identifies the person appointed and specifies the duties delegated. See R4-303(E.7)
- **NOTE:** To add, remove or change a professional corporation (PC) or professional limited liability company (PLC) status, use Application for Real Estate Salesperson or Broker Acting through and on Behalf of a Professional Corporation (PC) or Professional Limited Liability Company (PLLC) form. To make a residence/mailling address or legal name change, use Licensee's Personal Information form.

DO NOT USE THIS FORM TO CHANGE:

EMPLOYING BROKER'S BUSINESS OR MAILING ADDRESS, LEGAL OR DBA NAME, please use Employing Broker Change form.

Save time—take a moment to review your application and make sure you have signed it where required and have attached supporting documents and the required fee **before** you submit it to the Department. If the Department receives an incomplete application, we will return the application **unprocessed**.

“AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY”

This form is available in alternate formats by contacting the Operations Office at 602-771-7760 or by email at forms@azre.gov



**STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE**

2910 N. 44TH ST., Ste 140 400 W. Congress, Ste 523
Phoenix, AZ 85018 Tucson, AZ 85701
(602) 771-7700 (520) 628-6940
"PROMOTING MUTUAL RESPECT"

For Department Use Only

You can do more than renew online! Go to www.azre.gov

Review checklist before filing this form.

SALESPERSON/ASSOCIATE BROKER CHANGE FORM

Legal Name: _____

License Number: _____ Expiration Date: _____

Signature of Licensee: _____ Date: _____

Email Address (optional): _____

Effective Date: _____

Date Entered: _____

BY: _____ ☐ TF1 ☐ TF 2

SECTION 1:

☐ **HIRE (ACTIVE) (\$20.00 In-Office)
(\$10.00 Online)**

☐ **BRANCH OFFICE MANAGER (\$10.00)**
☐ **REMOVING BRANCH MANAGER (\$10.00)**
☐ **OFFICE TRANSFER WITH SAME EMPLOYER (\$10.00)**

NEW EMPLOYER INFORMATION:

Employing Broker/Entity: _____ License No: _____

DBA Name: _____

Business Address: _____

City, State, Zip: _____

Business Telephone: _____ Fax Number: _____

PRINT Designated broker's name: _____

Designated Broker's **signature**: _____

PURSUANT TO A.R.S. § 32-2127(D) ATTACH A COPY OF THE DESIGNATION LETTER, IF YOU ARE SIGNING AS THE BROKER'S DESIGNEE.

SECTION 2:

☐ **SEVER (INACTIVE) (NO FEE)**

SEVERING INFORMATION:

Employing Broker's Name: _____ License No: _____

PRINT Designated Broker's: _____

Designated Broker's signature: _____

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CHECKLIST FOR ORIGINAL BRANCH OFFICE FORM

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DO NOT SUBMIT APPLICATIONS BY FAX OR EMAIL.

APPOINTMENT OF A BRANCH MANAGER IS REQUIRED

A salesperson or associate broker must be appointed manager of each branch office. Review A.A.C. R4-28-304 and A.R.S. § 32-2127 for authority that may be vested in a branch manager.

Information you will need: Name and license number of the person who will be branch manager.
What duties will they perform? (see below)
What is the license expiration date of the main office?

To establish a new branch office submit a completed Application for Branch Office Form.

Submit a completed Salesperson/Associate Broker License Change Form for the salesperson/associate broker who is being appointed branch manager, and for each additional salesperson and associate broker being hired or transferred may be processed using the Online Licensing System.

FEES:

- ❖ The branch office fee is prorated based on the expiration of the employing broker (main office) license. Based on the number of months until the employing broker's license expiration date, the fee for the branch office is:

1 – 12 months	\$35.00
13 – 24 months	\$60.00
25 – 48 months	\$80.00
- ❖ The Designated Broker may also transfer agents from one branch to another using the Department's Online System.

ASSOCIATE BROKER AS BRANCH MANAGER:

A designated broker may delegate full authority to an associate broker who manages a branch office, including signing commission checks. The associate broker may be a signatory on a broker established branch office trust account for business generated by the office the associate broker manages. The associate broker may also be authorized to sign commission checks drawn from a property management trust account, review and initial contracts and supervise the activity of salespersons and associate brokers licensed to the branch.

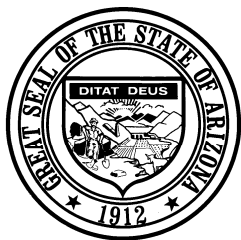
SALESPERSON AS BRANCH MANAGER:

A designated broker may not delegate to a salesperson who is appointed branch manager authority to perform acts for which a broker's license is required. That is, cannot hire or sever licensed employees, review and initial contracts under A.R.S. 32-2151.01, sign off on renewals for employees licensed to the branch, or sign commission checks, among other duties. A salesperson branch manager may perform any office management tasks that are not statutory duties of the employing broker. The salesperson branch manager may be a signer on a branch office trust account.

Save time - take a moment to review your application and make sure you have signed it where required and have attached supporting documents and the required fee **before** you submit to the Department. If the Department receives an incomplete application, we will return the application to you **unprocessed**.

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APPLICATION FOR BRANCH OFFICE FORM

Effective Date _____
Branch Office Lic No _____
Date Entered _____
By _____ ☐ TF 1 ☐ TF 2

MAIN OFFICE INFORMATION:

Main office license No: _____ License Expiration (Mo/Yr): _____

Legal Name of
Employing Broker: _____

Name of designated broker: _____ License Expiration (Mo/Yr): _____

BRANCH OFFICE INFORMATION:

Branch office address: _____

Mailing address (if different): _____

Telephone No: () _____ Fax No: () _____

This office will be managed by a licensed: ☐ Salesperson ☐ Associate broker (**Salesperson/Associate Broker License Change form must accompany this form**)

Name of licensee: _____ License No: _____

Describe in writing the authority vested in the branch manager pursuant to R4-28-304 and A.R.S. § 32-2127 and as described in the instructions for this form (attach separate sheet, if needed):

Signature of designated broker: _____ Date: _____

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